



## JOB DESCRIPTION

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**JOB TITLE:** Senior Civil Engineer  
**DEPARTMENT:** Public Works Department  
**REPORTS TO:** Deputy Director of Public Works - Engineering **DATE:** April, 2009  
**EMPLOYEE UNIT:** Management & Confidential **Supersedes:** April, 1998  
**FLSA EXEMPT:** Yes

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**JOB SUMMARY:** Under the general direction of the Deputy Director of Public Works - Engineering, directs and performs complex or difficult civil engineering work; performs related work as required.

**CLASS CHARACTERISTICS:** This is a mid-management level position responsible for managing and supervising engineering activities and staff. Incumbents perform difficult and complex civil engineering work which requires the exercise of considerable independent judgment, particularly when serving as a project leader on civil engineering projects. The work may include day-to-day lead direction and training of sub-professional and less experienced engineering staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Deputy Director of Public Works - Engineering, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Conduct and direct comprehensive civil engineering studies and projects related to the design, construction, modification and enlargement of structures, utility facilities, roadways, site improvements and various public works projects.
2. Prepare and review plans, specifications, bids, contracts and reports.
3. Prepare economic, feasibility and technical studies on proposed or existing facilities.
4. Act as project manager on assigned construction projects, administering the contracts and ensuring that the projects are completed within the parameters specified by the specifications and commonly accepted industry standards.
5. Use a computer to solve engineering problems, make computations, manage projects, and maintain accurate records.
6. Prepare complete reports including text, charts, computation, conclusions and recommendations; prepare periodic and special reports.

7. Represent the City in contacts with governmental and regulatory agencies, professional and community groups and others.
8. Make oral presentations to the City Council and appointed commissions and committees.
9. Direct the work of subordinate engineers and technical support staff and prepare employee evaluations.
10. Review plans submitted by developers, architects and contractors for design integrity and conformance with standards.
11. Confer with other City staff and consultants to coordinate projects and activities.
12. Assist in the long-range planning of City facilities and public works projects.
13. Prepare and submit grant applications for State and Federal funds.
14. Prepare and provide input on the Public Works and CIP annual budget and financial plan.
15. Assist the Director of Public Works/City Engineer via involvement in regional issues that affect the City's infrastructure.
16. Assist Utility Systems Manager with water and wastewater responsibilities.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelor's degree from an accredited college in Civil Engineering.
2. Four years of professional-level civil engineering experience with, or providing services for, a municipal agency.

**Licenses & Certificates:**

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. Registration as a Professional Civil Engineer issued by the State of California.

**Knowledge of:**

1. Civil engineering principles and practices related to the planning, design and construction of various public works projects.
2. Basic data processing principles as related to the solution of engineering problems.
3. Engineering mathematics and statistical analysis techniques.
4. Construction methods and practices.
5. State and federal regulations, construction codes and safety practices pertaining to the work.
6. Basic project management and supervisory principles.

**Skill in:**

1. Administering and coordinating varied contract projects and activities.
2. Evaluating alternative courses of action and reaching sound conclusions within established guidelines.
3. Making accurate calculations and preparing accurate reports and clear and concise written materials.
4. Reviewing and interpreting plans, specifications, bids and contracts.
5. Use of common office software including Microsoft Office and applicable specialized engineering software.
6. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Apply engineering principles and techniques to the solution of complex engineering problems.
2. Develop and maintain effective working relationships with those contacted in the course of the work and effectively act as a representative of the City.
3. Communicate effectively with others, analyze problems and implement solutions.
4. Prepare and maintain accurate records.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 80% indoors and 20% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.